

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
May 5, 2008

**PRESENT:** TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Frank Campana, Will Ottery, Diane Lamb, George Malette, Jane Snyder, Gene Propper, Chuck Metcalf, Vallary King, Malcolm Wright

**6:00 p.m. Chairman Clow called the meeting to order.**

**1. PUBLIC COMMENT** – Mr. George Malette asked the Board if he would be able to address the Building Committee discussion and the Fire Engineer Report update. Chairman Clow said if they have questions during the discussion and someone is able to answer their concerns they certainly can.

Mr. Malette told the Board he could discuss the structure and composition of the Building Committee at the next Building Committee meeting next Tuesday.

**2. DEPARTMENT HEADS** – Ms. Tina Pelletier gave the Board the revenue reports and asked them if they had any questions. There is one item that needs signatures; in speaking with a Tammy Kroft from Vachon the documents that state what they offer to the employees for pre tax benefits needs to be kept on file at the Town Office Building.

Ms. Pelletier said the cross-training with Naomi Bolton is going very well and she appreciated having the option available; it has also helped her put together a structured procedures manual.

Selectman Kurk asked Ms. Pelletier to be sure to coordinate vacation time with Naomi Bolton. Ms. Pelletier said it has all been arranged. Chairman Clow asked about the signature, only needs to be signed by the Chairman. Chairman Clow would like to have some time to review the document before it is signed. The document is not specific to Weare, only the items checked.

Vice Chairman Clark asked about the changes in the payroll. Ms. Pelletier said she went in and cut the checks and then had to go in and enter the absences. Vice Chairman Clark would like Ms. Pelletier to initial any changes in the future.

**3. CABLE REQUESTS** – Chairman Clow said they have a request from the school asking to share some of the funds coming from Comcast. Mr. Ottery said he spoke with Mr. Brian Grattan. Chairman Clow said the request came to the Board of Selectman from the Superintendent of Schools and did not state a specific amount. Chairman Clow said the school originally requested 50%. Mr. Ottery said they asked for 50% of the Capital Reserve Fund. Mr. Ottery said last time at the Cable Committee meeting they did discuss the cost for the audio correction, which passed unanimously. They need to purchase a tool kit and monitor tester, which was not in the proposal but came up during the meeting. The tester would allow them to test their equipment. The list of equipment is an audio gang modifier control amplifier and duo audio feeder. Mr. Ottery said they have received complaints regarding the audio on the cable channel. Mr. Ottery said they are trying to make sure everything is

## FINAL

working properly and they need training. Mr. Ottery said the Cable Committee discussed purchasing a security tester and a basic tool kit and they also need the audio gang modifier control amplifier and duo audio feeder. Mr. Ottery said the tester would cost \$500 and the basic electronic tool kit is \$111; total comes to \$1715.25 from the Capital Reserve Fund. Selectman Butt questions training and service calls coming out of the Capital Reserve Fund and feels there should be a line in the operating budget for this. Chairman Clow said there is an equipment line in the budget which is a possible line for the funds to come from. Chairman Clow said the request from last meeting was specifically for equipment, which can come out of the CRF but service calls should come out of the operating budget. Mr. Ottery said in the past this has come out of this account.

Chairman Clow said they did not approve this at the last meeting because they wanted to see that the cable committee approved it in their minutes.

**Chairman Clow moved, Selectman Kurk seconded to expend \$579.65 from the Community Access TV fund for the purchase of an audio box. Passed 5-0-0.**

Chairman Clow said there is a bill for \$525.00 for training from Integris. Selectman Butt asked what the training was for. Mr. Ottery said for some work that was not done by Integris; 6 hours for service and 1 hour for offset studio repair as a result of the equipment installation. Mr. Ottery said it was the way the equipment was set up (\$75 per hour from Integris). Selectman Butt does not understand why they are paying this if it is because of the way the equipment was set up. Mr. Ottery said they were trying to be able to remotely access from CWES which failed because they did not have a monitor. Mr. Ottery said the service calls were to show them how to set it up. Selectman Butt does not understand. Selectman Kurk asked if Integris hooked up the Town Office Building. Mr. Ottery said no that was done before. Mr. Ottery said they took the equipment over to the school and hooked it up and showed them how to do it. Selectman Kurk said there was training on site and service performed; 3 hours of training upstairs by Greg Hall and that was in addition to the training done last year. Mr. Ottery said they have been going through training for 6 months. Mr. Ottery said the manuals needed to be changed because there were certain things that were left out to run the equipment properly.

Chairman Clow said they are trying to answer whether or not these costs should have been with the initial equipment and if they should be covered. Chairman Clow asked if Integris made mistakes within the manual why aren't they just fixing the mistakes and not charging them. Selectman Kurk said this can drag on and on. Vice Chairman Clark said the issue for her is they are being billed for Integris's error or omission. Vice Chairman Clark said she also has a problem with the Cable Committee because the service has already been done and now they are asking for approval to expend the funds which is not procedure. Vice Chairman Clark said you cannot expect to spend funds without approval.

Selectman Butt said if they purchased a piece of equipment to allow them to broadcast from remote locations it should include the training. Selectman Butt said they have purchased a lot of equipment from Integris and when purchasing equipment we should insist the equipment functions properly. Mr. Ottery said that was done and was in the contract. Mr. Ottery said this call was for things that committee members did not understand.

**Chairman Clow opened the public hearing at 7:35 p.m.**

**4. PUBLIC HEARING – For the purpose of hearing public testimony and comment regarding a proposed fee change for resident season passes for motor vehicle access to Chase Park.** Mr. Chuck Metcalf, PARC Chairman, said the fees for residents at Chase Park are \$10.00 for first vehicle then \$2.00 per additional vehicle within the same household. Mr. Metcalf said they have had incidents where residents were purchasing additional stickers and giving them to others not in their household. Mr. Metcalf feels to alleviate these issues they would like the cost to be \$10.00 per vehicle. Chairman Clow asked if the \$5.00 charge for non residents was per person or per car. Mr. Metcalf said it is per vehicle not per person and said the deed states they cannot charge per person only by per vehicle. Mr. Metcalf said it does not matter if there is 1 person in the vehicle or 20 it is a \$5.00 charge. Selectman Kurk asked how they check if someone is a resident in town. Mr.

## FINAL

Metcalf said Judy Rogers prints out a tax roll and anyone who pays taxes into the town is on the list, if they are not on the list they need to show they are a resident. Mr. Ventresco said he asked the same question of Kathy Robichaud and that is what she told him as well. It was discussed the staff puts the sticker on the window when it is purchased. Mr. Metcalf said this year the plate number will be written down on the sticker to compare it to the vehicle it was purchased for. Selectman Lacasse asked what the total revenue was from selling stickers. Mr. Metcalf said approximately \$18,000 for boats and vehicles. Selectman Lacasse asked how many stickers that represents. Mr. Metcalf said about 300 \$2.00 stickers and 600-650 \$10.00 stickers.

Mr. Campana asked what the increase in revenue would be if every sticker cost \$10.00. Mr. Campana said he objects to the fact to have to pay \$10.00 for each vehicle; he is not opposed to a user fee but is opposed to excess of user fee. Mr. Campana understands there is abuse but does not know why there isn't a system in place, if they are made to show their registration this should give all the information needed. If he goes with his second vehicle and shows that registration that proves it is an additional vehicle. Mr. Campana would like the Board to consider that the lake is somewhat taxpayer funded. Mr. Campana would encourage looking at how the abuse is happening.

Mr. Ottery commented that Senior Citizens are not charged to access Chase Park.

Mr. Metcalf said to keep in mind in the past they have sold 300 2<sup>nd</sup> vehicle stickers; they have had families with 4-6 cars putting stickers on all their vehicles.

Vice Chairman Clark asked about senior citizens not being charged. Mr. Metcalf said he was unsure of this policy. The current fee structure is \$10.00 for a resident or taxpayer in town to purchase a season pass and any additional sticker for a vehicle in the same household is \$2.00. It costs \$20.00 for boat stickers (even for lake residents) and \$20.00 per day for a non resident for the boat launch. Vice Chairman Clark commented on the deed. Mr. Metcalf said the deed says the town cannot charge for people to use the property but can charge for vehicles.

Mr. Gene Propper said if someone is paying taxes in town they are going to show up on the tax list even if they live out of town. Mr. Propper said there are a lot of things that happen at the park and they try to run the park with a short staff. Mr. Propper feels the fee structure should be tried for the year. He has seen a lot of people get agitated with having to provide paperwork when getting their sticker.

Ms. Jane Snyder did not know if the possibility for a solution would be to have a limit of 2 stickers per household. Vice Chairman Clark asked how this would be monitored. Mr. Metcalf said that is the problem; part of this effort was to help with that problem.

Mr. Metcalf said if the Board is concerned with the pricing they could look at lowering the price to \$8.00 per sticker instead of \$10.00. Mr. Metcalf said the downside to the \$8.00 is making change, which is easier at the \$10.00 rate. Mr. Metcalf said there are times when they only have 1 employee at the lake and fears needing change.

Ms. Diane Lamb said she objects to the \$10.00 per vehicle because if her and her husband were to go to the lake they would normally meet each other there with separate cars and it would cost them \$20.00.

Ms. Snyder asked if it would be possible to purchase the season passes at the Town Office. Selectman Lacasse said some people would show up at the park on the weekend without a sticker and the office would be closed.

Chairman Clow asked how long it has been \$10.00 and \$2.00. Mr. Metcalf said as long as he is aware the resident fees have not changed in at least 7-8 years.

Mr. Campana asked the Board if they knew how the transfer station verifies vehicles before they hand out a sticker. Mr. Campana appreciates the suggestion of limiting households to the 2 vehicles and would like the Board to eliminate some of the suggestions brought forth tonight before resorting to increasing the fees.

**Chairman Clow closed the public hearing at 8:40 p.m.**

## FINAL

Selectman Lacasse understands the simplicity of someone working at the park trying to figure out if it is vehicle 1 or 2. Vice Chairman Clark likes the \$10.00 for first car and \$2.00 for the second car but is concerned with the tracking. Selectman Kurk said there has to be a way they are tracking now, otherwise you wouldn't know that there were 5 cars per family and is in favor of keeping the fees at \$10.00 and \$2.00 and then the 3<sup>rd</sup> car would be \$10.00. Mr. Metcalf said the stickers are numbered and the number of the sticker would appear next to your name on the tax roll. Mr. Metcalf said they were looking at one price per vehicle or leave it the way it is.

Selectman Butt said he is not looking to increase revenue, but is not interested in losing revenue either. Selectman Butt wonders when someone comes in for their sticker are they asked if they would like to get an additional sticker as well. Mr. Metcalf said that question is typically asked. Selectman Butt said when someone comes in and they ask for a second vehicle sticker for \$2.00 is this checked. Mr. Metcalf said it is checked but sometimes it could be written down somewhere else in the log. Selectman Butt feels this is an issue with the process. Selectman Butt is in favor of keeping the fees at \$10.00 and \$2.00.

Selectman Kurk said there needs to be accountability. Ms. Snyder said that is why she made the suggestion that stickers be purchased at the Town Office Building. Selectman Butt said you need to have stickers at the park as well. Mr. Metcalf said they would love to see the stickers sold at the Town Office Building. Mr. Metcalf said 90% of the sticker sales are in the first 3 weeks of the park opening. Chairman Clow feels they cannot change who sells the stickers without everyone involved being present.

**Selectman Butt moved, Selectman Kurk seconded to keep the rate fees the same at \$10.00 for the first car and \$2.00 for 2<sup>nd</sup> car in the same household. Passed 4-1-0.**

Vice Chairman Clark asked if the fee change was brought up because they were going to fall short in their budget Mr. Metcalf said realistically to their budget it does not matter because all revenue goes into the General Fund. Mr. Metcalf said they were not trying to increase revenue; it was to simplify the process and eliminate the \$2.00 stickers being passed on. Chairman Clow said when they set the revenue in October they will know how much is brought in.

Selectman Kurk feels there needs to be work done before changing the fees. She suggests legwork be done and they speak with the Town Clerk. Chairman Clow would like to see if the deed eliminates charging per head for non residents instead of per car. Mr. Metcalf said they can look into this if the Board wishes. Mr. Metcalf said it is usually vehicles that are the limiting factors not the people. Chairman Clow said without the information they cannot hold a discussion.

Mr. Ottery added that he is a Senior Citizen and said the people at the gate always have things under control.

**CABLE REQUESTS (Continued)** – Mr. Ottery commented on the Board feeling the service should come out of the budget and the Cable Committee feels it should come out of the CRF. Selectman Butt feels it should come out of the budget. Mr. Ottery commented that Mr. Paul Marsh did not understand the repair. Mr. Ottery said Broadlink Technology Solutions and Integris are one company.

**Chairman Clow moved, Selectman Lacasse seconded to expend \$525.00 from the Operating Budget for invoice 3018-01 I to Broadlink Technology Solutions. Passed 3-2-0.**

Selectman Kurk said they have to pay the bill, but they are not going to do any more training. Selectman Lacasse asked if the training is video taped. Mr. Ottery said no. Selectman Lacasse said you might want to consider that. It was discussed to ask vendors in the future in the bid specifications to provide video taped training. Chairman Clow said the Cable Committee is requesting \$500 for a tester. Mr. Ottery said this hand held device would allow them to see what they are broadcasting from a remote location. Selectman Butt asked if this comes with training. Mr. Ottery said it is very simple to operate. Selectman Butt asked if this was recommended by Integris. Mr. Ottery said no, but they have no test equipment at all and this will cover and check a lot of stuff. This purchase would come out of Capital Reserve Fund and comes with a guarantee. Mr. Ottery said Paul Hague did the checking on this and is handling this purchase.

## FINAL

**Chairman Clow moved, Selectman Lacasse seconded to authorize the Cable Committee to purchase a CB-handheld monitor and toolkit for up to the amount of \$611.00 with funds to be taken from the Community Access TV fund.**

Selectman Butt asked why they couldn't just take a spare monitor along. Mr. Ottery said this will also be able to test other equipment. Selectman Butt said if there are other things it will test then there should be training on the equipment. Selectman Butt feels this is not needed right now. Mr. Ottery said they have no test equipment and they have no tools. Selectman Butt feels there is a lack of planning and a lack of requirements of the equipment. Selectman Butt does not understand paying for training. Selectman Kurk wonders if Mr. Hague can speak to this.

**Chairman Clow withdrew the motion and asked for additional information for this equipment purchase. The Board discussed asking Mr. Hague to come in on May 19<sup>th</sup>.**

Chairman Clow said he is going to postpone discussion on the request from the school system on the funds from Comcast. Mr. Ventresco said the school is adamant in what they want. It was discussed the funds have not been received. Mr. Ventresco feels they will receive the money and said it is a signed contract. It was discussed the Cable Committee voted on giving funds to the school. Selectman Butt said the school is looking to set up a studio at the school. Selectman Butt feels with the condition of this building and the issues with the Fire Marshall he feels they should look into moving the studio over to the school because the equipment is upstairs and it is not being used to broadcast from the studio. Mr. Ottery said he has been trying to broadcast from the studio with 3 different groups. Selectman Kurk said she does not remember the contract stating that there would be an increased user fee. Selectman Kurk would like people to review their cable fees. Mr. Ventresco thinks there was a clause in the agreement for Comcast to increase fees. Mr. Ventresco will let the school know they will make a decision on this soon. Mr. Ottery told the Board they broadcast the school's bulletin upstairs.

## 5. MEETING MINUTES

**Selectman Kurk moved, Chairman Clow seconded to accept the minutes from April 21, 2008 as amended. Passed 4-0-1.**

**Chairman Clow moved, Vice Chairman Clark seconded to accept the minutes from April 28, 2008 as amended. Passed 3-0-2.**

## 6. MANIFESTS

**Chairman Clow moved, seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated May 8, 2008. Passed 5-0-0.**

Accounts payable	\$77,408.82
Gross Payrolls	<u>\$40,176.43</u>
Total	\$117,585.25

**7. TAX COLLECTOR** – Ms. Diane Lamb told the Board she has 5 deed waivers to be signed; payment arrangements have already been approved. Ms. Lamb has an updated list for the Board in March the total to be collected was \$122,110.68 it is now down to \$31,176.75. Ms. Lamb told the Board the highlighted properties are the ones with issues. Vice Chairman Clark said this will go on the owner's credit report. Chairman Clow said the Board would have to sign a waiver by the end of the week for the properties not to be taken but any time after that (if situation changes, stop payment arrangements) then they could take it. Selectman Kurk asked if the campground owners would be able to help them. Ms. Lamb said she did speak with the campground owner and he said there is rumor of that property being foreclosed, then the town would get their money. Chairman Clow said because of the relatively small amount owed to the town it would be more for the town to own the properties. Ms. Lamb said she sent the 3<sup>rd</sup> owner a letter because his camper is gone, sent him a letter in April requesting him to pay his taxes and informing him there is a lien on his taxes. She spoke with the 4<sup>th</sup>

## FINAL

owner who said they would be by tomorrow to pay. Ms. Lamb said this will be brought up every single year. Ms. Lamb said by Wednesday night she will have everything in the box. The Board thanked Ms. Lamb for her good work.

**8. DISCUSSION OF THE STRUCTURE AND COMPOSITION OF THE BUILDING COMMITTEE –** Chairman Clow said the Building Committee came about through evolvement of need and is suggesting they formalize this committee and read aloud the this statement regarding the charge of the Building Committee:

*The Weare Building Committee is established to assess the short term and long term building needs of the Town of Weare and to make recommendations to the Board of Selectmen on how best to meet those needs. Such assessments may lead to recommendations on the maintenance, repair, or renovation of present town buildings as well as recommendations for additional space and building replacement.*

*The Building Committee will be composed of five (5) members with one member being a Selectman. Whenever possible the Board of Selectmen will seek members for the Building Committee who have expertise in the building industry.*

Selectman Lacasse asked if there was a Building Committee established at the time the Safety Complex was built. Selectman Butt said yes, but there was a disagreement between the committee and the BOS and the BOS fired the committee. Selectman Lacasse would like the Building Committee to review any future plans for building. Selectman Butt is concerned that they are asking a lot of the Building Committee and feels they need to appoint a Clerk of the Works to report for the committee with day to day evaluation of a project. Selectman Lacasse said a Clerk of the Works would be present during every day of the project, he recommends a committee as well as the Clerk of the Works. Mr. Ventresco said since he has been here the Building Committee recommended the air conditioning and the windows with Mr. Chip Meany monitoring the physical work and he monitored the contractor paperwork. Selectman Lacasse asked if there was a committee that reviewed the construction of the school. It was discussed they had several committees and it was well organized. Selectman Lacasse said he feels the Building Committee would be a committee made up of professionals to review a project as well as a Clerk of the Works. Selectman Kurk suspects if they don't have people with experience there would not be a Building Committee.

Selectman Butt said he is not a believer in having 2 separate groups reviewing a project and feels it is best to work off of one idea. Chairman Clow respects the work done by the Building Committee. Chairman Clow said there was cleaning up to do because there was not a specific charge of this committee. This is an ongoing committee. The Board will forward the draft to the Building Committee. Selectman Butt feels the committee should be formed per project. They will get input from the Building Committee.

Mr. Malette wanted the Board to know at the next Building Committee meeting they hope to be bringing forth recommendations regarding the Town Hall roof. Selectman Butt asked about the bids. Mr. Ventresco said the bids are opened until May 9<sup>th</sup>; they have received 2 thus far. Mr. Ventresco will open the bids at the Building Committee meeting with at least 2 people present.

## **9. COMMITTEE APPOINTMENTS**

**Chairman Clow moved, Vice Chairman Clark seconded to appoint Joe Fiala to the Building Committee for a 3 year term. Passed 5-0-0.**

The Board discussed that Selectman Lacasse is a member of the Building Committee but once the committee is charted he will be the ex-officio of the Building Committee. Selectman Butt asked if they have established the terms of the Building Committee members.

Mr. Ventresco mentioned Joe Fiala is on the PARC and he was serving as the ex officio on that committee and this position is still opened. Mr. Ventresco said it looks like it did have a Board member sitting on the committee; he will look into this further. Chairman Clow asked the Board what they would like. The Board agreed to wait for further information.

## FINAL

### **10. LIBRARY REQUEST FOR CAPITAL RESERVE FUND EXPENDITURE FOR RETIREMENT –**

Mr. Ventresco said Christine Hague said there will be an employee at the Library retiring soon. The question came up if the fund set up for retirements includes Library employees; which Ms. Hague told Chairman Clow there is past precedence. Mr. Ventresco said the form has been submitted from Ms. Hague with a requested amount of \$1,667.71. Selectman Kurk asked if the Library expense line covers this. Mr. Ventresco said they have had discussions that the Library is separate. Selectman Kurk said since there is no money to cover this then there will be 3 weeks that they do not have staff available. Vice Chairman Clark asked why they couldn't take the funds out of the Retirement Capital Reserve Fund. Chairman Clow does not understand why not. Mr. Ventresco said the personnel and operation of Library are separate from the town but the building is owned by the town. It was discussed the employee who is retiring is a full time employee. Mr. Ventresco said the question is whether this applies to the Library or not. The Library defines their benefits, wages and positions. Mr. Ventresco said this is the only Capital Reserve that represents this. Selectman Butt asked how the retirement benefit is calculated. Mr. Ventresco said only full time employees are eligible. Mr. Ventresco said a lot of towns are trying to coordinate their policies with the town and Library.

**Chairman Clow moved, Vice Chairman Clark seconded to authorize the expenditure of \$1,167.71 from the Employee Retirement Capital Reserve Fund for Cora Ciampi who is retiring from the Library in July. Passed 5-0-0.**

Selectman Kurk would like to see when they have used funds for Library retirement in the past.

Vice Chairman Clark asked Mr. Ventresco about the Town Report specifically the area where employee's salaries are. She said the Library only has their operating budget in the report but did not list employee salaries. Mr. Ventresco said they don't have a breakdown of the Libraries budget.

**11. PROPOSED PURCHASING POLICY –** Mr. Ventresco said a few meetings ago Selectman Butt handed a proposed purchasing policy to the Board and the Board agreed to have Mr. Ventresco review the policy. Mr. Ventresco said he reviewed 6-7 purchasing policies from other towns and tried to incorporate different things.

Selectman Lacasse said somewhere in the bidding specification he would like to see language regarding bidder questions. He feels that during the bidding process if a bidder asks a question instead of giving an answer directly to that bidder he would like to see the answer posted on the town website as well as at the Town Offices. Chairman Clow feels this is a good idea and in some cases bid specifications are sent out to specific companies. Mr. Ventresco said he struggled on the bidding area with the distinction between a bid and a rfp. Mr. Ventresco said when sending out a bid they need to be very careful to include all information. Mr. Ventresco said if someone calls him on a bid he does not answer the person's question. Selectman Butt said they could hold a bidders conference. Mr. Ventresco said the State of NH says that do not have to report rfp if you do not want. Mr. Ventresco said all processes need to be fair. It was discussed bids could say to check the website for any changes to the bid specification to tell bidders where to find the information so as not to give them an advantage of answering their specific question. Mr. Ventresco said whether looking for a product or service unless it is really clean cut he would like to see them do an rfp.

Selectman Butt would like to get this approved with amendments unless the Board needs more time; he was hoping to get this approved tonight keeping in mind it is a working document and the Board can change it at will. Mr. Ventresco said all 7 towns he reviewed all have a different process. Vice Chairman Clark would like the fuel clarified for purchasing.

Chairman Clow said they need to approve the purchasing policy and know that the Board of Selectmen can amend it at any time as needed. Selectman Butt feels it would be best to have employee's use this as a working document. Selectman Kurk would like to have the policy dated. Chairman Clow does not want to delay the policy any further but made an agreement at the last meeting to include department heads and would like their input. Vice Chairman Clark would like the department heads to submit any suggestions to the Board.

## FINAL

**12. PERSONNEL POLICY** – Chairman Clow said the reason they are reviewing the Personnel Policy is because Primex approached the Benefit Review Committee to make changes to the policy. It was originally too detailed for a personnel policy. Chairman Clow said you can review the new draft of the policy and compare it to the old to see the comparison. Selectman Butt is not truly happy with the process and asked if Benefit Review worked on their own. He is not happy with the format and said they need to establish consistent formats for policies. Chairman Clow would like the Board to consider having Primex review it. Selectman Butt said he would be embarrassed to send this to Primex in this form; he does not feel it is professional. Selectman Butt said he has an issue with how permanent part time employees are treated and feels these employees are working just as hard as full time employees. Selectman Butt feels this is a critical document. Chairman Clow said they need to decide if they are going to take this over it would take a work session. Chairman Clow said if they are to go over this chapter by chapter it certainly cannot be done at a regular meeting. Selectman Butt feels there are issues with probational periods and said was the period is over and they should recommend the employee for next step they qualify for. Chairman Clow said there are 2 large issues with the policy with the first being the format of the policy and thoroughness and other being those things in policy that have tax impact. Selectman Butt is unsure of the charge given to the subcommittee but is in no way challenging what they did.

Chairman Clow understands that this Personnel Policy did go through Primex and Ms. Naomi Bolton transposed the changes on the document to reflect this document. Selectman Butt would like recommendations from Primex and would like Primex to come before the Board. Chairman Clow asked the Board if they are open to a work session and having Primex's expert in Personnel Policies present. Selectman Lacasse feels they need to have a work session along with the Benefit Review Committee.

**13. FIRE ENGINEER REPORT UPDATE** – Mr. Ventresco said he contacted the Fire Marshall and the Fire Marshall wants to know if they plan on installing sprinklers. Mr. Ventresco received a price for approximately \$150,000; due to issues with the well. Mr. Ventresco is trying to get additional quotes and is hoping they can do the other repairs for less. Chairman Clow would like to know what the special coating on the waness coating would be. Mr. Ventresco said he understands this coating to be very expensive. Mr. Ventresco said the cost to review the Highway Department Building would cost \$750.00. Chairman Clow said he feels it is important just to keep moving on the list. Selectman Lacasse would not like funds spent on the building without knowing the future goals of the building. Selectman Lacasse said Selectman Butt's suggestion about moving cable equipment to the school would free up office space.

Vice Chairman Clark asked about having a work session with the Building Committee on this issue. Chairman Clow asked Mr. Malette about the Building Committee coming to the Board on this issue. Mr. Malette said he is bothered that the Fire Engineer did not list specifically what the coating was and how much it would cost. Mr. Ventresco said he was assured by the Fire Engineer that the report will get more detailed upon questions from the Board. Mr. Ventresco said he can go back to the Fire Engineer and get a prioritized list. Mr. Ventresco said to clarify the Fire Engineer will tell them what needs to be done, but will not give them a price to get the job done. Chairman Clow said electrical repairs should fall under building maintenance. Mr. Ventresco said he will go before the Trustees to request funds. Selectman Butt said there are no funds set aside to do a needs analysis. Selectman Lacasse said the Building Committee could do the assessment. Selectman Butt said he would like to see it done by a professional but if there are people on the committee who feel they can do it by all means. The Board feels the Fire Engineer needs to prioritize the list. Selectman Butt asked that the Fire Chief be included in the discussions.

Mr. Malette said it would be beneficial to get clear wording in the report and felt the Fire Engineer was going to write the specifications. Mr. Ventresco felt they hired the Fire Engineer because they could not prioritize the items cited by the Fire Marshall in 30 days therefore the Fire Engineer was required. Vice Chairman Clark said if the Fire Engineer does not give them specifications how are they supposed to know what needs to be done.



## **FINAL**

Chairman Clow is concerned with so much time going by. Mr. Ventresco would like clarity where the funds are coming from. The Board feels some of these repairs can be done with funds from the Building and Maintenance Fund. Selectman Lacasse feels they should get licensed electricians to come in to review what needs to be done to bring things up to code.

**14. WATER SYSTEM WELL FUNDING** – Mr. Ventresco said he spoke with DRA. Mr. Ventresco said he and Carl Knapp located the paperwork from the well company and they feel they are obligated to this bidder. Mr. Ventresco said the town has an obligation to the homeowner. Mr. Ventresco is waiting from a response from DRA and feels this is an emergency.

**15. BOARD OF SELECTMEN PROTOCOL** – Chairman Clow said the current protocol has been in effect since 2004 and was updated in 2006. He would like the Board to review the protocol and said they will come back to it very soon.

**16. CORRESPONDENCE** – Chairman Clow said he received notice from Mr. Chip Meany stating PSNH will begin work on locating polls around the intersection and the owner of the Weare Center Store has agreed to have the poll on her property and the Board gave their appreciation.

**Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 11:12 p.m. under RSA 91-A:3 II (a) & (c). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0.**

**Chairman Clow moved, Selectman Kurk seconded to come out of non public session at 11:42 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0.**

**Selectman Kurk moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 5-0-0.**

## **17. ADJOURNMENT**

A True Record.

---

Cherry Palmisano, Recording Secretary